

# Postal Pro PP250 Post Kit - Instructions

## Parts List

- A. Vertical Post - 5" x 5" Square 59 Inch Length
- B. Cross Arm - 4" x 4" Square 26 Inch Length
- C. Support Arm -
- D. Finial Cap to fit 5 Inch Post
- E. End Caps (2) to fit 4 inch Cross Arm
- F. Mailbox Mounting Kit
  - (4) 10-24 x 1 ¼ Machine Screws
  - (4) 10-24 Nuts
  - (4) #8 x 1 Self Drilling Screws
  - (5) # 10 x 1 ½ Self Drilling Screw
  - (7) Screw Cap Covers (white)
  - (4) Metal L Brackets
  - (6) Post Cap Clips (metal)

*Postal Regulations recommend that the floor (Mail entry point) of the mounted Mailbox be between 41"-45" above road surface and that the front of the mailbox be set back 6-8" from edge of road or front of curb. **The USPS suggest that all customers contact their local Post Office before erecting your Mailbox/Post to ensure correct placement and height at the street.***

- The PP250 Post is designed to slip over a new or existing 4x4 wooden mounting post.
- A new 4 x 4 mounting post should be set 18 inches into the ground and a minimum of 18 inches above ground.  
**"Call before you dig" – Call 811.** 811 is the designated call before you dig phone number that directly connects you to your local one call center. Each state has different rules and regulations governing digging to insure that buried utility lines will not be disturbed.

## Post Kit Installation Instructions

- 1) Slide 5 x 5 Vertical Post over 4x4. ( **Figure 1** ) Position 5x5 Post so that it sets firmly against two sides of the 4x4 wooden post.
- 2) Install (2) #10 x 1 ½ screws on each side that meets against the wooden post. Use the plastic screw caps (provided) to cover the screw heads. ( **Figure 2** )
- 3) Slide **Cross Arm** in to large opening in **Vertical Post** until 3 inches of Cross Arm extends out from back of Vertical Post. Make sure to position Cross Arm so that **Rectangular Slot** for support brace is on bottom side. ( **Figure 3** )
- 4) Install (1) # 8 x 1 screw on each side of intersection of **Vertical Post** and **Cross Arm**. Use the plastic screw caps (provided) to cover the screw heads. ( **Figure 4** )

FIGURE 1



FIGURE 2



FIGURE 3

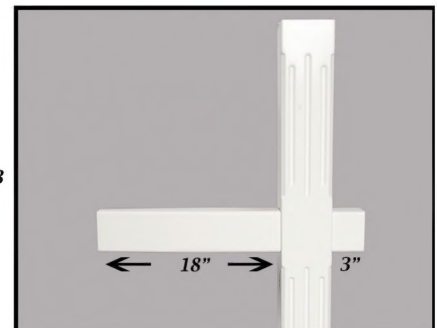


FIGURE 4



- 5) Install **Support Brace** by fitting upper end into rectangular slot underneath **Cross Arm** and secure lower end to Vertical Post. This is done by taking (1) #10 x 1 ½ screw and running it through hole on the lower end of the support brace and into the **Vertical Post** – permanently attach with the use of a power screwdriver (screw is self-tapping). (Figure 5)

FIGURE  
5



- 6) Align your Mailbox on top of **Cross Arm** and mark 2 locations of mailbox mounting holes as shown in Figure 6.

- 7) Remove mailbox so L-brackets can be mounted to top of cross arm.

- 8) Measure inside width of Mailbox bottom – L brackets are adjustable and can be set wider or narrower based on the size mailbox you are mounting to the post. Secure brackets with #8 Self Tapping screw to top of **Cross Arm** at pre-marked locations (Use (1) screw per pair of L-Brackets). (Figure 7)

FIGURE  
6



- 9) Set Mailbox on top of L-Brackets and align Mailbox holes with L-Bracket holes. Secure Mailbox to L-brackets with the (4) #10 Machine Screws/nuts provided.

- 10) Install Post Caps - (6) clips have been included in hardware kit for installation of Top Finial and End Caps to post components. Attach clips as shown in picture with barb side on outside of PVC posts. Use (2) Clips per post end application. Slip on caps for secure installation. (Figures 8 & 9)

FIGURE  
7



FIGURE  
8



FIGURE  
9



The Postal Pro PP250 Post Kit is a Creative Solutions, LLC Product  
Manufactured in Hattiesburg, MS

Customer Service – 877-544-5220    [customerservice@creativesolutionscp.com](mailto:customerservice@creativesolutionscp.com)

[www.postalpromailboxes.com](http://www.postalpromailboxes.com)